



Indiana Pro Bono Commission
One Indiana Square, Suite 530
Indianapolis, IN 46204

Indiana Bar Foundation
230 East Ohio Street, Suite 200
Indianapolis, IN 46204

**COMBINED 2005 DISTRICT REPORT, 2007 PRO BONO GRANT
APPLICATION, AND 2007 PLAN**

Pro Bono District 7

Applicant: PHILLIP I. ADLER

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City: TERRE HAUTE, IN Zip: 47807

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E-mail address: philadler2@aol.com Website address: N/A

Judicial Appointee: PHILLIP I. ADLER

Plan Administrator: CARRIE MCKILLIP

Names of Counties served: CLAY, PARKE, PUTNAM, SULLIVAN, VERMILLION, VIGO

Percentage of volunteer attorneys (as defined on page 6) *who accepted a pro bono case in 2005* per registered attorneys in district, i.e. the district's pro bono participation rate **11%**.
To the extent the pro bono participation rate information is available by county, please provide below.

Clay	0 %	Putnam	4%	Vermillion	0%
Parke	0%	Sullivan	6%	Vigo	15%

Number of potential clients requesting help in 2005 (limit this to actual intake done or sessions in which plan administrator or his/her delegate provided more than minimal assistance): **188**

Amount of grant received for 2006: **\$ 17,500**

Amount of grant (2006 & prior years) projected to be unused as of 12/31/06: **\$ 7,000**

Amount requested for 2007: **\$16,200**

One supplemental, explanatory page may be added to the end of this report and plan

2007 PLAN SUMMARY

1. Please write a brief summary of the 2007 grant request. Please include information regarding your district's planned activities including committee meetings, training, attorney recognition, newspaper or magazine articles, marketing and promotion. The grant request should cover needs to be addressed, methods, target audience, anticipated outcomes, and how past difficulties will be addressed.

In March 2001, District 7's Pro Bono Office opened, and it has been our goal to provide high quality, free civil legal representation to income eligible citizens within the District. Our goal for 2007 remains the same and our energy and resolve in attaining this goal has not diminished.

It is expected that on July 1, 2006, Judge Adler, who has been the judicial appointment for District 7 since 2000, will be replaced by Judge Christopher Newton, Vigo County Superior Court Judge, Division 4. It is anticipated that Judge Newton will conduct full board meetings as well as informal meetings with board members throughout 2007 and will keep in contact with the Pro Bono Office, the plan administrator and the office manager.

On March 8, 2002, a Family Law Seminar was conducted by District 7. Family law manuals, which included pleading forms and form letters were distributed to all who attended. It may be that another Family Law Seminar may be scheduled in 2007 if there appears to be sufficient interest. Several years ago, District 7 established a family law mentoring program and inexperienced participating pro bono lawyers have been, and will continue to be, referred to the more experienced mentoring family law practitioners. It is anticipated that Judge Newton will continue Judge Adler's practice which has been to send thank you letters to all participating attorneys who close a pro bono case and provide certificates of appreciation to the new participating attorneys. Depending on budget constraints, a district-wide pro bono dinner may be held in 2007.

District 7 brochures and posters will continue to be distributed throughout the District as needed, which advertises the program, as well as the means and methods by which to contact District 7's main office by telephone. An 800 number was established years ago for long-distance incoming calls.

The Council on Domestic Abuse will continue to provide administrative and clerical services for the program, with CODA outreach staff taking applications in Sullivan, Clay, Vigo, Parke and Vermillion, and Family Support Service taking applications for Putnam County.

It is anticipated that approximately 100 low-income clients will receive assistance in 2007 who would not otherwise receive assistance and representation.

The major difficulty encountered by District 7 has been the lack of attorneys willing to take family law cases. The number of family law specialists is declining and those attorneys who have not practiced family law feel uncomfortable doing so, although they are referred to our mentoring program and do receive family law manuals that have been prepared by District 7 participating attorneys. In 2005 and 2006, some success was achieved by having attorneys call and recruit other attorneys. This practice will be continued as well as ongoing attorney recruitment by word of mouth, peer pressure, and phone calls by the pro bono office to nonparticipating attorneys within the District.

Through careful screening, some clients are referred to our pro se program and are given a specially designed District 7 pro se form to send to the judge handling his/her case. In most instances, these are post-dissolution issues (emancipation, child support modification, visitation,) however the District 7 staff can help clients prepare Dissolution of Marriage forms, if there are no real contested issues which need to be determined by a court.

In 2006, more cooperation and assistance was provided to District 7 by Legal Services of Indiana through their Bloomington, IN office and it is anticipated that their spirit of cooperation will continue throughout this year as well as 2007.

Attorney John Roach, Charter Board Member and Treasurer, who recently was certified as a family law mediator, has agreed to accept at least four pro bono mediation cases in the next 12 months.

2005 REPORT OF VOLUNTEER ATTORNEY CASES IN DISTRICT 7

Please attach additional pages for each pro bono provider that receives IOLTA funding, whether directly or indirectly, in your district. See the sample additional pro bono provider page 6A.

Please list each attorney only once in the volunteer attorney column but complete one line for each pro bono case for that attorney.

Definitions:

Case: A legal matter referred to and accepted by a pro bono attorney volunteer. This includes mediation and GAL services.

Volunteer Attorney: An attorney who has rendered pro bono service to at least one low-income client during the year or accepted a pro bono referral from the identified program. This does not include attorneys who are on the list of pro bono volunteers but who have never taken a case. The case numbers do not include cases screened, only cases actually referred to a pro bono attorney.

Case Type: Please use the abbreviations listed in Indiana Supreme Court Administrative Rule 8(B)(3) or any other defined abbreviation.

Name of Pro Bono Provider (includes legal service provider, court, plan administrator, bar association, and other organizations): **District 7 Pro Bono Corporation**

IOLTA funding accounts for 100% of total pro bono provider budget. Please state the percentage of volunteers and cases which are attributable to IOLTA funding 100%. If this percentage is substantially more than the percentage of IOLTA funding, please explain.

Volunteer Attorney Name	County	Number of New Cases Accepted/Opened in 2005	Number of Cases Closed in 2005	Number of cases pending in 2005 that were neither opened nor closed in 2005	Number of Hours for Cases Closed in 2005	Case Type
ABEL, ERIC	VIGO	1	1	--	4	DR
" "	VIGO	1	1	--	5	DR
" "	VIGO	--	--	1	--	DR
" "	VIGO	--	--	1	--	DR
" "	VIGO	--	--	1	--	DR
" "	VIGO	--	--	1	--	AD
" "	VIGO	--	--	1	--	GU
" "	VIGO	--	--	1	--	DR
ANDERSON, C. JOSEPH	VIGO	1	1	--	3	WILL
" "	CLAY	1	--	--	--	WILL
" "	VIGO	--	--	1	--	DR
" "	VIGO	--	--	1	--	GU
ANTONINI, HENRY J.	VERMILLION	--	--	1	--	AD
BONOMO, DON-ALD	VIGO	--	--	1	--	DR
" "	VIGO	--	--	1	--	DR
" "	PARKE	--	--	1	--	GU
BOUGH, BRAD	VIGO	1	1	--	4.5	GU
" "	VIGO	--	1	--	12	WILL
BOYLL, JEFFREY	VIGO	--	1	--	3	DR
" "	VIGO	--	1	--	12	DR
" "	CLAY	--	1	--	3	AD

" "	VIGO	--	1	--	2	DR
" "	VIGO	--	1	--	40	DR
" "	CLAY	1	1	--	0	DR
BRITTON, LOUIS	VIGO	1	1	--	0	MI
CLARY, II, THOMAS	PARKE	1	--	--	--	DR
COOK, ADAM	VIGO	--	1	--	.75	MI
CRAIG, SCOTT	VIGO	--	--	1	--	GU
" "	VIGO	--	--	1	--	GU
" "	VIGO	--	--	1	--	MI
CREASON, GEOFFREY	VIGO	1	--	--	--	BR
" "	VIGO	1	--	--	--	BR
" "	VIGO	1	--	--	--	BR
" "	VIGO	1	--	--	--	MI
" "	VIGO	1	--	--	--	POA
" "	VERMILLION	--	--	1	--	BR
" "	SULLIVAN	--	--	1	--	DR
" "	PUTNAM	--	--	1	--	BR
" "	VERMILLION	--	--	1	--	DR
" "	PUTNAM	--	--	1	--	BR
" "	VIGO	--	--	1	--	MI
DAILEY, CHRISTOPHER	VIGO	1	--	--	--	BR
" "	VIGO	1	1	--	0	DR
DANBERRY, CHERYL	PUTNAM	1	--	--	--	GU
" "	PUTNAM	--	--	1	--	DR
" "	PUTNAM	--	--	1	--	DR
" "	PUTNAM	--	--	1	--	DR
" "	PUTNAM	--	--	1	--	DR
" "	PUTNAM	--	--	1	--	DR
" "	PUTNAM	--	--	1	--	DR
" "	PUTNAM	--	--	1	--	DR
DARNELL, DON	VERMILLION	--	1	--	.5	DR
" "	PARKE	--	1	--	25	DR
" "	PARKE	--	1	--	10	DR
DEAL, JIM	PUTNAM	--	--	1	--	GU
DRUMMY, WILLIAM	VIGO	1	--	--	--	DR
" "	VIGO	--	--	1	--	DR
" "	VIGO	--	--	1	--	DR
" "	VIGO	--	--	1	--	DR
" "	VIGO	--	--	1	--	MI
EFFNER, BOB	VIGO	--	--	1	--	DR
ETLING, JOSEPH	VIGO	1	--	--	--	MI
" "	VIGO	1	--	--	--	MI
" "	VIGO	--	--	1	--	MI
FLESCHNER, STEVE	VIGO	1	--	--	--	BR
" "	VIGO	--	--	1	--	AD
FRANKEL, WILL	VIGO	1	1	--	6.5	DR
FRIEDRICH, DAVID	VIGO	--	1	--	4	GU
" "	VIGO	1	--	--	--	MI
" "	VIGO	--	--	1	--	DR
" "	VIGO	--	--	1	--	DR
" "	VIGO	--	--	1	--	DR

" "	VIGO	--	--	1	--	DR
GAMBILL, CHRIS	VIGO	--	--	1	--	DR
HANNER, GARY	PARKE	--	--	1	--	AD
" "	VERMILLION	--	--	1	--	DR
" "	PARKE	--	--	1	--	GU
" "	VIGO	--	--	1	--	DR
" "	VIGO	--	--	1	--	DR
HANNER, JAMES	VERMILLION	--	--	1	--	DR
" "	VERMILLION	--	--	1	--	GU
HIMES, JOHN	VIGO	--	--	--	--	BR
" "	VIGO	--	--	1	--	BR
IRELAND, MI-CHAE	VIGO	--	1	--	7	GU
" "	VIGO	--	--	1	--	BR
JOHNSON, JEFF	SULLIVAN	1	--	--	--	GU
" "	SULLIVAN	1	--	--	--	DR
" "	SULLIVAN	--	--	1	--	DR
" "	VIGO	--	--	1	--	GU
" "	SULLIVAN	--	--	1	--	DR
LEWIS, ELIZABETH	CLAY	--	--	1	--	DR
" "	CLAY	--	--	1	--	DR
LIND, JEFFRY	VIGO	--	--	1	--	DR
LORENZ, TERI	VIGO	--	1	--	15.5	DR
" "	VIGO	--	1	--	20.85	AD
" "	VIGO	--	--	1	--	DR
" "	VIGO	--	--	1	--	DR
MCDONALD, MISTY	VIGO	--	--	1	--	DR
MCGLONE, DAN	PARKE	--	--	1	--	GU
" "	CLAY	--	--	1	--	AD
" "	VIGO	--	--	1	--	DR
" "	VIGO	--	--	1	--	MI
MCGLONE, GE-RALD	CLAY	--	--	1	--	MI
" "	VIGO	--	--	1	--	GU
" "	VIGO	--	--	1	--	GU
" "	VIGO	--	--	1	--	GU
MCKEE, CRAIG	VIGO	1	1	--	0	GU
" "	VIGO	--	--	1	--	MI
" "	VIGO	--	--	1	--	MI
MCMAHAN, ROBERT	VIGO	1	--	--	--	GU
" "	VIGO	--	--	1	--	GU
MULLICAN, MARK	VIGO	1	1	--	3.5	BR
NEWLIN, THOMAS	VIGO	1	1	--	0	GU
" "	VIGO	--	--	1	--	AD
NICHOLS, JOHN	VIGO	--	--	1	--	DR
" "	VIGO	--	--	1	--	DR
" "	VIGO	--	--	1	--	DR
PHIPPS, LORA	CLAY	--	--	1	--	BR
PIERCE, MARY C.	PARKE	--	--	1	--	DR
" "	VERMILLION	--	--	1	--	DR
" "	PARKE	--	--	1	--	AD
" "	VERMILLION	--	--	1	--	BR
" "	VERMILLION	--	--	1	--	BR
" "	PARKE	--	--	1	--	DR

RIDER, GARY	VIGO	1	--	--	--	DR
" "	VIGO	1	--	--	--	MI
SACOPULOS, PE- TER	VIGO	1	--	--	--	MI
" "	VIGO	--	--	1	--	GU
SHAGLEY, RICK	VIGO	--	--	1	--	MI
SHAGLEY, II, RICHARD	VIGO	1	--	--	--	GU
" "	VIGO	1	--	--	--	GU
" "	VIGO	--	--	1	--	WILL
" "	VIGO	--	--	1	--	WILL
SHEMA, CHRIS	VIGO	--	1	--	5	AD
" "	VIGO	--	1	--	10	AD
SKILLMAN, B. SCOTT	VIGO	--	1	--	25	DR
" "	VIGO	1	1	--	5	BR
" "	PARKE	--	1	--	5	BR
" "	VIGO	1	1	--	5	BR
" "	VIGO	--	1	--	3.5	BR
" "	VIGO	1	--	--	--	BR
" "	VIGO	1	--	--	--	BR
" "	VIGO	--	--	1	--	DR
" "	VIGO	--	--	1	--	BR
SLAGLE, MIKE	VIGO	--	--	1	--	DR
" "	CLAY	--	--	1	--	DR
SMITH, PHILLIP	VIGO	--	--	1	--	GU
STARK, DENNIS	VIGO	--	--	1	--	DR
" "	VIGO	--	--	1	--	DR
" "	SULLIVAN	--	--	1	--	MI
" "	SULLIVAN	--	--	1	--	AD
TANOOS, TONY	VIGO	1	--	--	--	MI
" "	VIGO	--	--	1	--	MI
TROUT, JOSEPH	VIGO	--	1	--	2.5	GU
" "	VIGO	--	--	1	--	DR
" "	CLAY	--	--	1	--	DR
" "	VIGO	--	--	1	--	DR
" "	VIGO	--	--	1	--	GU
WAGNER, LARRY	VIGO	--	--	1	--	DR
WATSON, MARK	CLAY	--	1	--	2.5	DR
WILKINSON, B. CURT	VIGO	1	--	--	--	MI
" "	CLAY	1	--	--	--	DR
" "	VIGO	--	--	1	--	MI
" "	VIGO	--	--	1	--	GU
" "	VIGO	--	--	1	--	GU
WREDE, CHRIS	VIGO	--	--	1	--	AD
TOTAL	--	40	34	104	245.6	--

2005 REPORT OF VOLUNTEER ATTORNEY LIMITED INFORMATION ACTIVITY IN DISTRICT 7

This limited legal information chart can include activities such as pro se clinics and call-in or walk-in informational services.

Please attach additional pages for each pro bono provider that receives IOLTA funding, whether directly or indirectly, in your district. See the sample additional pro bono provider page 7A.

Please list each attorney only once in the volunteer attorney column but complete one line for each type of legal information activity for that attorney.

Name of Pro Bono Provider (includes legal service provider, court, plan administrator, bar association, and other organizations): Putnam County Pro Se Help Desk

Volunteer Attorney Name	County	Type of Activity	Number of Hours
Jeff Boggess	Putnam	Pro Se Help Desk	2
Maryann Williams	Putnam	"	2
Delbert Brewer	Putnam	"	2
Trudy Selvia	Putnam	"	2
Scott Hoff	Putnam	"	4
James Holder	Putnam	"	2
Cheryl Danberry	Putnam	"	2
Monica Fennell	Putnam	"	2
Justin Long	Putnam	"	2
Darrell Felling	Putnam	"	2
Sharon Hammond	Putnam	"	2
TOTAL:	11		TOTAL: 24
OVERALL VOLUNTEER ATTORNEY TOTAL:			OVERALL TOTAL HOURS:

2005 REPORT

Please list your District's 2005 activities--including committee meetings, training, attorney recognition, newspaper or magazine articles, marketing and promotion--in chronological order.

<u>Date</u>	<u>Activity</u>
Jan-Dec	<p>Throughout the year Judge Adler informally met with various Board members, attorneys and judges, relative to recruiting participating pro bono attorneys. He also met throughout the year with the plan administrator and the pro bono office manager and the corporation's treasurer, John Roach. He phoned the Pro Bono Office at least twice a month. Brochures and posters were distributed throughout the district when needed. Judge Adler sent a personal thank you letter to each participating attorney once a case was closed and certificates of appreciation were also sent to new participating attorneys.</p> <p>Participating attorneys who are inexperienced in family law were referred to our District 7's family law mentoring program and forms that are kept in our office were also sent.</p>
Jan	<p>In early January the District 7 Pro Bono Office was moved to a location three blocks east of the Courthouse. This was inspired by a multi-million dollar renovation project to the Vigo County Courthouse. Although somewhat disruptive for a very short time, the office was running efficiently as soon as phones were installed. The move and phone installation was paid for by the Vigo County Commissioners. The office will return to the Courthouse in late fall, 2007.</p> <p>Charter Board member, Michael Ellis visited the Pro Bono Office in January and assigned several cases to attorneys, some of whom had never taken a case.</p>
Feb	<p>Mr. Ellis again went to the Pro Bono Office and assigned several cases.</p>
June	<p>Judge Adler met with District 7's Treasurer, John Roach, discussing the status of District 7's budget.</p>
Sept	<p>A full Board meeting was held and Treasurer John Roach presented the Board with a Treasurer's Report. Various issues were discussed including the recruitment of family law attorneys into our program.</p>
Dec	<p>Judge Adler met with Treasurer John Roach concerning the status of District 7's financial health and expenses incurred throughout the year.</p>

2005 REPORT

Please provide a short summary of how the provision of pro bono service is coordinated in your district, including the intake process, the relationships of pro bono providers in the district, how referrals are made, and how reporting is done.

When a client contacts the District 7 Pro Bono Office, their eligibility is first determined based upon income, location and legal problem. In some circumstances, if they qualify, they are referred to Indiana Legal Services for assistance. In Putnam County, if the client is willing to file pro se, the client is referred to the Putnam County Pro Se Help Desk; also referrals are made to the Putnam County Family7 Court Facilitation Project which is a project which aids clients in mediating family law cases. Six Putnam County attorneys devoted 102 hours to the project. If the client does go through our Pro Bono Office, their application is taken and they are placed on a waiting list until their case is up for assignment. Then we call volunteer participating attorneys until one of them accepts the case. All reporting is done at the conclusion of the case when the attorney and the client submit a case closing report. Once the case is closed, Judge Adler personally sends to the attorney a thank you letter.

Please describe any special circumstances, including difficulties encountered, affecting your District's 2005 implementation of its plan.

The continuing difficulty District 7 has encountered since 2001 is meeting the overwhelming demand in the area of family law. Approximately 85% of all requests for pro bono services are in the area. Recruitment efforts continue by Board members as well as participating attorneys. Charter Board member, attorney Mike Ellis, went to the pro bono office for purposes of recruiting attorneys. Mr. Ellis was able to assign approximately 60 cases, many of which were assigned to attorneys who had never accepted a pro bono case. This recruitment initiative will continue with Mr. Ellis, as well as other District 7 Board members and interested attorneys, with the hope of achieving similar successes.

Through the screening process, it may be that a client can handle their family law issue (usually post-dissolution matters, such as visitation, modification of child support, emancipation) pro se. Specially designed District 7 pro se forms are given to the client to fill out and send to the appropriate court and the matter is set for hearing. Judge Adler alone set over 750 pro se matters for hearing in 2005. Screening cases for pro se handling has taken some stress off of our program. All judges in the District have been asked to cooperate in this regard. Additionally, Indiana Legal Services, through their office in Bloomington, has been more cooperative and helpful in handling income eligible clients within District 7 during the year 2005 and 2006.

The District 7 Pro Bono Program has operated quite smoothly with overwhelmingly favorable comments from clients as well as participating attorneys. To date, we have been adequately funded.

BUDGETS FOR 2005, 2006 AND 2007

Income Category	2005 Actual Income	2005 Budget	2006 Actual Income to Date	2006 Budget	2007 Budget
A. INCOME					
1. IOLTA Grant Amount	\$13,000.00		\$17,500.00	\$17,500.00	
Other Income: Explain source(s) and if Actual/Expected in narrative					
2. Pro Bono Attorney fee award			7,000.00		
3.					
4.					
5. Total Income (sum of lines A1-A4)			\$24,500.00	\$17,500.00	
Expense Category	2005 Actual Expenditures	2005 Budget	2006 Actual Expenditures to Date	2006 Budget	2007 Budget
A. PERSONNEL EXPENDITURES					
1. Plan Administrator	17,500.00	17,500.00	4,375.00	17,500.00	17,500.00
2. Paralegals					
3. Others- Please explain					
4. Employee benefits					
a. Insurance					
b. Retirement plans					
c. Other- Please explain					
5. Total Personnel Expenditures (sum of lines B1-B4c)	17,500.00	17,500.00	4,375.00	17,500.00	17,500.00
B. NON-PERSONNEL EXPENDITURES					
1. Occupancy					
2. Equipment rental					
3. Office supplies	185.00	400.00	39.00	400.00	400.00
4. Telephone	1,306.10	1,200.00	451.88	1,200.00	1,400.00
5. Travel		300.00		300.00	300.00
6. Training					1,000.00
7. Library					
8. Malpractice Insurance					
9. Dues and fees					
10. Contingent reserve					
11. Litigation reserve					
12. Marketing and promotion					
13. Attorney recognition		800.00			1,000.00
14. Litigation expenditures	111.00	1,200.00		2,000.00	1,000.00
15. Property Acquisition					
16. Contract Services					
17. Grants to other pro bono providers					
** 18. Other- Please explain	360.73	510.00	360.00	510.00	600.00

19. Total Non-Personnel Expenditures (sum of lines C1-C18)	1,962.83	4,410.00	850.88	4,410.00	5,700.00
D. TOTAL EXPENDITURES (sum of B5 & C19)	19,462.83	21,910.00	5,225.88	21,910.00	23,200.00
E. ENDING FUND BALANCE (A5 less D)	\$	\$	\$19,274.12	\$	\$

**Secretary of State; Accountant/Tax Returns; Annual Report

Budget Narrative

Please provide descriptions of the following line items in the foregoing budget chart, by item number, in the space provided.

Lines (A)(1), (2), (3) Please indicate the number of hours per week for each personnel position and rate of pay.

District 7 has contracted with the Council on Domestic Abuse for \$17,500 per year. Our Plan Administrator is the Director of CODA. They provide all personnel in each county within the District for our Pro Bono offices, staff each one and provide the necessary services to the clients, which includes taking client applications, contacting attorneys, keeping track of all records and statistics, and all follow-up procedures. They receive no benefits from District 7 or mileage. It is estimated that the CODA personnel spend approximately 25 hours per week on pro bono.

In late January 2006, District 7 received a \$7,000.00 check from the Baker & Daniels law firm who successfully represented a pro bono client in a case in Putnam County. The judge in that case awarded attorney fees to go to District 7. Also, the judge ordered that \$1,578.00 be paid to the Putnam County Family Court Facilitation Project. This was most appreciated and very much needed, however, such unexpected gratuities and windfalls cannot be necessarily anticipated in the future.

Line (B)(1) Please describe the occupancy cost in terms of square footage, utilities or other amenities, and indicate whether the occupancy cost is above or below the market rate for that space.

Due to a multimillion dollar renovation of the Vigo County Courthouse, CODA and District 7's main Pro Bono Office has been relocated to a new location, three blocks east of the Courthouse. CODA has generously donated part of their newly located space to District 7 with the approval of the Vigo County Commissioners. There is no charge for rent or utilities, which is conservatively estimated to be worth \$700 per month. CODA also donates office space to District 7 in all other counties within the District. CODA allows District 7 to use their copy machine at no charge and Judge Adler provides his fax machine to District 7 at no charge.

Recently a \$700 computer upgrade was provided to the District 7 computer, which was paid for by the Vigo County courts.

ANNUAL TIMETABLE FOR SUBMISSION OF FORMS AND CHECKS:

January 1:	Checks distributed
July 1:	Annual report, plan and grant application due to IPBC
November:	Notification of awards
December 1:	IBF grant agreement due and revised budget due

PRO BONO DISTRICT NUMBER 7 LETTER OF REPRESENTATION
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The following representations, made to the best of our knowledge and belief, are being provided to the Indiana Pro Bono Commission and Indiana Bar Foundation in anticipation of their review and evaluation of our funding request and our commitment and value to our Pro Bono District.

Operation under Rule 6.6

In submitting this application for funding, this district is representing itself as having a Pro Bono Plan, which is pursuant to **Rule 6.6** of the Indiana Rules of Professional Conduct. The plan enables attorneys in our district to discharge their professional responsibilities to provide civil legal pro bono services; improves the overall delivery of civil legal services to persons of limited means by facilitating the integration and coordination of services provided by pro bono organizations and other legal assistance organizations in our district; and ensures access to high quality and timely pro bono civil legal services for persons of limited means by (1) fostering the development of new civil legal pro bono programs where needed and (2) supporting and improving the quality of existing civil legal pro bono programs. The plan also fosters the growth of a public service culture within the district which values civil legal pro bono publico service and promotes the ongoing development of financial and other resources for civil legal pro bono organizations.

We have adhered to **Rule 6.6** (f) by having a district pro bono committee composed of:

- A. the judge designated by the Supreme Court to preside;
- B. to the extent feasible, one or more representatives from each voluntary bar association in the district, one representative from each pro bono and legal assistance provider in the district, and one representative from each law school in the district; and
- C. at least two (2) community-at-large representatives, one of whom shall be a present or past recipient of pro bono publico legal services.

We have determined the governance of our district pro bono committee as well as the terms of service of our members. Replacement and succession members are appointed by the judge designated by the Supreme Court.

Pursuant to **Rule 6.6** (g) to ensure an active and effective district pro bono program, we:

- A. prepare in written form, on an annual basis, a district pro bono plan, including any county sub-plans if appropriate, after evaluating the needs of the district and making a determination of presently available pro bono services;
- B. select and employ a plan administrator to provide the necessary coordination and administrative support for the district pro bono committee;
- C. implement the district pro bono plan and monitor its results; and

- D. submit an annual report to the Commission.

Commitment to Pro Bono Program Excellence

We also understand that ultimately the measure of success for a civil legal services program, whether a staffed or volunteer attorney program, is the outcomes achieved for clients, and the relationship of these outcomes to clients' most critical legal needs. We agree to strive for the following hallmarks which are characteristics enhancing a pro bono program's ability to succeed in providing effective services addressing clients' critical needs.

- 1. Participation by the local bar associations and attorneys.** The associations and attorneys believe the program is necessary and beneficial.
- 2. Centrality of client needs.** The mission of the program is to provide high quality free civil legal services to low-income persons through volunteer attorneys. Client needs drive the program, balanced by the nature and quantity of resources available.
- 3. Program priorities.** The program engages in a priority-setting process, which determines what types of problems the program will address. Resources are allocated to matters of greatest impact on the client and are susceptible to civil legal resolution. The program calls on civil legal providers and other programs serving low-income people to assist in this process.
- 4. Direct representation component.** The core of the program is direct representation in which volunteer attorneys engage in advocacy on behalf of low-income persons. Adjunct programs such as advice clinics, pro se clinics and paralegal assistance are dictated by client needs and support the core program.
- 5. Coordination with state and local civil legal providers and bar associations.** The programs work cooperatively with the local civil legal providers. The partnerships between the civil legal providers and the local bar association results in a variety of benefits including sharing of expertise, coordination of services, and creative solutions to problems faced by the client community.
- 6. Accountability.** The program has mechanisms for evaluating the quality of service it provides. It expects and obtains reporting from participating attorneys concerning the progress/outcome of referred cases. It has the capability to demonstrate compliance with requirements imposed by its funding source(s), and it has a grievance procedure for the internal resolution of disputes between attorneys and clients.
- 7. Continuity.** The program has a form of governance, which ensures the program will survive changes in bar leadership, and has operational guidelines, which enable the program to survive a change in staff.
- 8. Cost-effectiveness.** The program maximizes the level of high quality civil legal services it provides in relationship to the total amount of funding received.
- 9. Minimization of barriers.** The program addresses in a deliberate manner linguistic, sensory, physical and cultural barriers to clients' ability to receive services from the program. The program does not create undue administrative barriers to client access.

10. Understanding of ethical considerations. The program operates in a way which is consistent with the Rules of Professional Conduct; client confidentiality is assured and conflicts of interest are avoided. The staff and volunteers are respectful of clients and sensitive to their needs.

11. ABA Standards. The program is designed to be as consistent with the ABA Standards for Programs Providing Civil Pro Bono Legal Services to Persons of Limited Means as possible.

No events, shortages or irregularities have occurred and no facts have been discovered which would make the financial statements provided to you materially inaccurate or misleading. To our knowledge there is nothing reflecting unfavorably upon the honesty or integrity of members of our organization. We have accounted for all known or anticipated operating revenue and expense in preparing our funding request.

We agree to provide human-interest stories promoting Pro Bono activities in a timely manner upon request of the Indiana Bar Foundation or Indiana Pro Bono Commission. We further agree to make ourselves available to meet with the Pro Bono Commission and/or the Indiana Bar Foundation to answer any questions or provide any material requested which serves as verification/source documentation for the submitted information.

Explanation of items stricken from the above Letter of Representation:

It is understood that this Letter does not replace the Grant Agreement or other documents required by the Indiana Bar Foundation or Indiana Pro Bono Commission.

Signatures:

Judicial Appointee Signature

Date

Plan Administrator Signature

Date

District report and plan forms/district report and plan 2005-2007